



Little Flower UFSD Code of Conduct

2016~2017

The Code of Conduct contains important information about our school and the policies and procedures you, your child and our staff will need for a successful school year.

Please read carefully and if you have any questions about anything contained in this handbook, please contact the school at (631) 929-4300. The Code of Conduct is also posted on our website.

MISSION STATEMENT

The mission of Little Flower UFSD is to meet the individual educational, social and emotional needs of all students. We seek to create a learning environment where our students foster the tenants of respect, responsibility and self-worth so they can transition back into their community and take pride in their accomplishments.

I. STUDENT RIGHTS AND RESPONSIBILITIES

All interaction and communication among teachers, school administrators, other school personnel, students and visitors on school property will be acceptable, civil and respectful.

A. Student Rights

Little Flower is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all Little Flower students have the right to:

- Take part in all Little Flower activities on an equal basis regardless of race, color, creed, national origin, religion, gender, sexual orientation or disability.
- Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
- Access school rules and, when necessary, receive an explanation of those rules from school personnel.

B. Student Responsibilities

All Little Flower students have the responsibility to:

- Contribute to maintaining a safe and orderly school environment that is conducive to learning and show respect to other persons and to property.
- Be familiar with and abide by all Little Flower School and Agency policies, rules and regulations dealing with student conduct.
- Attend school every day, unless they are legally excused, and be in class on time and prepared to learn.
- Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
- React to directions given by all school staff in a respectful, positive manner.
- Utilize resources to control their anger. Examples: Anger Management Groups, seeing a guidance counselor or social worker, Crisis Intervention Room, consult with Peer Leaders, Meeting with PBIS Facilitators.
- Ask questions when they do not understand.

- Seek help in solving problems. Example: Requesting permission to use a Conflict Resolution Program, being receptive to non-violent crisis intervention (see definition) techniques and philosophy.
- Dress appropriately for school and school functions.
- Be accountable for their actions.
- Conduct themselves as representatives of Little Flower when participating in or attending school-sponsored extracurricular events and hold themselves to the highest standards of conduct, demeanor and sportsmanship.

II. ESSENTIAL PARTNERS IN CREATING A POSITIVE SCHOOL CLIMATE

A. Parents/Guardians/Child Care Staff

All parents, guardians and Child Care Staff are expected to:

- Recognize that the education of their children is a joint responsibility of the parents/guardians/Child Care Staff and the school community.
- Send their children to school ready to participate and learn.
- Ensure their children attend school daily and on time.
- Ensure absences are accounted for.
- Insist their children be dressed and groomed in a manner consistent with the student dress code.
- Know school rules and help their children understand them.
- Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- Promote positive behavior in their children by helping them to accept the consequences of their actions and by becoming involved in the behavior management/disciplinary process through consistent application of PBIS protocols.
- Convey to youngsters a supportive attitude toward education at the Little Flower School.
- Build good relationships with teachers, other parents and their children's friends.
- Help youngsters deal effectively with peer pressure.
- Inform school officials of occurrences in the home or cottage situation that may affect student conduct or performance.
- Provide a place for study and ensure homework assignments are completed.
- Respond promptly to school personnel when requested to do so.

- Maintain confidentiality about all personal information and educational records concerning students and their families.
- Demonstrate dependability, integrity and other standards of ethical conduct.

B. Teachers

All teachers are expected to:

- Maintain a climate of mutual respect and dignity which will strengthen student's self-concept and promote confidence to learn.
- Be prepared to teach.
- Demonstrate interest in teaching, concern for student well-being, achievement and educational progress, and respond appropriately to the individual needs of each student.
- Know school policies and rules and enforce them in a fair and consistent manner.
- Communicate to students and parents that which is important to the student's emotional, social, behavioral and academic progress, including but not limited to:
 - a. Course objectives and requirements
 - b. Marking/grading procedures
 - c. Assignment deadlines
 - d. Expectations for students
 - e. Classroom Behavioral plan
 - f. Building-wide behavior management plan
- Communicate regularly with students, parents and other teachers concerning growth and achievement.
- Be knowledgeable of effective classroom/building behavior management techniques and the non-violent crisis intervention philosophy and techniques.
- Maintain confidentiality about all personal information and educational records concerning students and their families.
- Demonstrate dependability, integrity and other standards of ethical conduct.
- Follow the chain of command for various administrative procedures.

C. Para-educators – Teacher Assistants and Teacher Aides

All para-educators are expected to:

- Work under the direct supervision of a certified teacher utilizing the teacher's lesson plan and classroom/building behavior management plan.
- Utilize non-violent crisis intervention techniques.
- Maintain a climate of mutual respect and dignity which will strengthen student's self-concept and promote confidence to learn.

- Demonstrate interest and concern for student achievement in the educational process.
- Know school policies and rules and enforce them in a fair and consistent manner.
- Maintain confidentiality about all personal information and educational records concerning students and their families.
- Demonstrate dependability, integrity and other standards of ethical conduct.
- Follow the chain of command for various administrative procedures.

D. Student Support Service Personnel

All student support service personnel are expected to:

- Provide educationally related service(s) to support students in their educational program.
- Support educational and academic goals.
- Assist students in coping with peer pressure and emerging personal, social, emotional and physical problems.
- Encourage students to benefit from the curriculum and co-curricular activities.
- Know school policies and rules and enforce them in a fair and consistent manner in accordance with the Code of Conduct.
- Communicate regularly with students, parents and other staff.
- Be knowledgeable of effective PBIS classroom behavior/building management techniques and the non-violent crisis intervention philosophy and techniques.
- Maintain confidentiality about all personal information and educational records concerning students and their families.
- Demonstrate dependability, integrity and other standards of ethical conduct.
- Follow the chain of command for various administrative procedures.

E. Building Administrators

All building administrators are expected to:

- Promote a safe, orderly and academically stimulating school environment that supports active teaching and learning.
- Ensure that students and staff have the opportunity to communicate regularly with the building principal and approach the building principal for redress of grievances.
- Evaluate all instructional programs for which they are responsible on a regular basis.

- Support the development of and student participation in appropriate extra-curricular activities.
- Be responsible for enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly.
- Be knowledgeable of effective PBIS classroom behavior/building management techniques and the use of non-violent crisis intervention philosophy and techniques and ensure their utilization in the building/program.
- Maintain confidentiality about all personal information and educational records concerning students and their families.
- Demonstrate dependability, integrity and other standards of ethical conduct.
- Follow the chain of command for various administrative procedures.

F. Other School Staff (see definition)

All other school staff is expected to:

- Perform specialized non-pedagogical duties that support the operational functioning of the school
- Know school policies and rules and support the implementation of the Code of Conduct.
- Maintain confidentiality about all personal information and educational records concerning students and their families.
- Demonstrate dependability, integrity and other standards of ethical conduct.
- Follow the chain of command for various administrative procedures.

G. Executive Officer and the Board of Education

The Executive Officer and the Board of Education are expected to:

- Collaborate with student, teacher, administrator, parent organizations, school safety personnel and other school personnel to develop a Code of Conduct that clearly defines expectations for the conduct of students, Little Flower personnel and visitors on school property and at school functions.
- Adopt and review, at least annually, the Little Flower Code of Conduct to evaluate the Code's effectiveness and the fairness and consistency of its implementation.
- Lead by example by conducting board meetings in a professional, respectful, courteous manner.

III. STUDENT DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance.

Teachers and all other School and Agency personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

- Be safe, appropriate and not disruptive to the educational process. (There should not be pajamas worn in school)
- Include footwear at all times. Footwear that is a safety hazard will not be allowed. (ie. Flip flops, footwear with wheels, cleats. Shoes or sneakers should be worn at all times.)
- Not include items that are vulgar, obscene and libelous or that denigrate others on account of race, color, religion, national origin, gender, sexual orientation or disability.
- Not promote and/or endorse gang behavior/participation, the use of alcohol, tobacco or illegal drugs and/or encourage or incite illegal or violent activities.
- Du-rags and hats cannot be worn in school, as well as hoodies or gang related apparel.

The Building Administrator shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year. He/she will also keep all students and their parents apprised of any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance. Any student who refuses to do so shall be subject to the established consequences. Any students who repeatedly fail to comply with the dress code shall be subject to additional consequences pursuant to the Code of Conduct.

IV. PROHIBITED STUDENT CONDUCT

The Little Flower Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, personnel and other members of the school community, and for the care of facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. Little Flower personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to develop self-discipline.

The Board recognizes the need to be clear and specific in expressing its expectations for student conduct while on school property or engaged in a school function. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others.

Students who will not accept responsibility for their own behavior or who violate these school rules will be required to accept the consequences for their conduct. Students may be subject to disciplinary action, up to and including suspension from school, when they engage in conduct that is disorderly, insubordinate, disruptive, violent, endangers the safety, morals, health or welfare of others, engage in misconduct on a school sponsored bus trip or engage in academic misconduct.

a. Engage in Conduct That is Disorderly

Examples of disorderly conduct include:

- Engaging in any willful act which disrupts the normal operation of the school community such as running in hallways, making unreasonable noise and using language or gestures (either verbal or written) that are profane, lewd, vulgar, abusive, intimidating or that incite others.
- Obstructing vehicular or pedestrian traffic.
- Misusing computer/electronic communications devices (see definition), including any unauthorized use of computers, software or internet/intranet account; accessing inappropriate websites; cyber-bullying; or any other violation of the Little Flower Acceptable Use Policy.

b. Engage in Conduct That is Insubordinate

Examples of insubordinate conduct include:

- Failing to comply with the directions of teachers, school administrators or other school employees or otherwise demonstrating disrespect.
- Missing or leaving school or class without permission.

c. Engage in Conduct that is Disruptive

Examples of disruptive conduct include:

- Failing to comply with the directions of teachers, school administrators or other school personnel.
- Endangering the health and safety of other students, staff or interfering with classes or school activities by means of observable clothing, personal appearance and/or observable mannerisms.

d. Engage in Conduct That is Violent

Examples of violent conduct include:

- Committing or attempting an act of violence (such as hitting, kicking, punching and scratching) upon a teacher, administrator or other school employee.
- Committing or attempting an act of violence (such as hitting, kicking, punching and scratching) upon another student or any other person lawfully on school property.
- Possessing a weapon (see definition). Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
- Displaying what appears to be a weapon.
- Threatening to use any weapon(s).
- Using weapon(s).
- Intentionally damaging or destroying the personal property of a student, teacher, administrator, other Little Flower employee or any person lawfully on school property, including by graffiti or arson.

- Intentionally damaging or destroying school property including by graffiti or arson.

e. Engage in Any Conduct That Endangers the Safety, Morals, Health or Welfare of Others

Examples of such conduct include:

- Lying to school personnel.
- Stealing school property or the property of other students, school personnel or any other person lawfully on school property or while attending a school function.
- Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
- Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner.
- Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.
- Bullying, cyber-bullying, and intimidation, which includes engaging in actions or making statements that put an individual in fear of bodily harm and/or emotional discomfort; for example, play fighting, “borrowing money”, teasing, etc.
- Sexual harassment, which includes overt and subtle behaviors and comments that are sexual in nature which are offensive or reasonably perceived by an individual as sexual harassment.
- Displaying overt signs of gang affiliation or engaging in gang-related behaviors that are observed to increase the level of conflict or violent behavior in the school or to disrupt the educational process.
- Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
- Invading someone’s personal space.
- Selling, using or possessing obscene material.
- Using vulgar or abusive language, cursing or swearing.
- Using tobacco products such as cigarettes, cigars, pipes and/or chewing or smokeless tobacco.
- Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. “Illegal substances” include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as “designer drugs”.
- Possession of drug paraphernalia, including, but not limited to: pipes, bongos, rolling papers, grinders, lighters, bags used for the packaging and distribution of drugs, scales and other items used in the distribution of packaging, exchange or use of drugs.

- Inappropriately using or sharing prescription and over-the-counter drugs.
- Gambling.
- Inappropriate touching and/or indecent exposure.
- Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911 or discharging a fire extinguisher.

f. Engage in Any Form of Academic Misconduct

Examples of academic misconduct include:

- Plagiarism.
- Cheating.
- Copying.
- Altering records.
- Assisting another student in any of the above actions.

g. Student Property

Electronics –No headphones in ears & no electronics used in hallways, assemblies & fire/emergency drills

We invite all students with personal electronic devices to give it to staff members upon arrival, to lock it up safely for the day. No electronic device, cell phone or head phones (no headphones in ears) are to be used in the hallways, assemblies, and particularly during fire/emergency drills. Electronic devices may be used in the classroom **only** with the teacher’s permission (Ex: end of class, work completed, and reward for good behavior). If there is a persistent problem with safety and non-compliance with any student then, his/her personal device will be confiscated and locked up and only given back by an administrator or given to a parent or Cottage Supervisor as part of a conference with the Building Administrator.

- The following items are subject to disciplinary actions if not followed:

Cell phones, ear phones and/or electronic devices used in areas not permitted and/or without permission
Money (money may be brought upon approval of the Administration for special occasions, bagels, book fairs, etc.),
NO Weapons (which include knives, box cutters or razors of any size or description) to school
Inappropriate clothing as per dress code